

DISTRICT ATTORNEY EMPLOYEE’S CHILD SUPPORT TIME STUDY FOR IV-D NON-EDP PERSONNEL FUNCTIONS

1. NAME				2. CLASSIFICATION				3. COUNTY																4. MONTH/YEAR											
PART IEMPLOYEE INFORMATION				PART IIINSTRUCTIONS ON BACK OF FORMS																PART IIIDAILY TIME STUDY															
Please check box if the following applies: <div><input type="checkbox"/> Performance Review Staff</div> <div><input type="checkbox"/> Other Group A Personnel</div>																																			
LINE	ACTIVITIES		DAYS																															Grand Total	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
A	ADMINISTRATION																																		
	1. General Administration																																		
	2.																																		
	3.																																		
	4. NCP Demo Project																																		
	5. Performance Review																																		
B	Collection and Distribution																																		
C	Establishment of Paternity	Assistance																																	
		Non Assistance																																	
D	Location of Non-custodial Parent	Assistance																																	
		Non Assistance																																	
E	Establishment of Support	Assistance																																	
		Non Assistance																																	
F	Enforcement of Support	Assistance																																	
		Non Assistance																																	
G	Subtotal (Lines C, D, E and F)	Assistance																																	
		Non Assistance																																	
H	TOTAL Child Support Hours (Lines A1 through f)																																		
I	Non-Child Support	1. Disregard																																	
		2. CSA																																	
		3. Other																																	
J	TOTAL Hours Worked (Add Lines H, I, 1 and 2)																																		
K	Nonallocable: Vacation, Sick Leave, Breaks, etc.																																		
L	DAILY GRAND TOTAL HOURS (Add Lines J and K)																																		

IMPORTANT NOTES:Normally, employees time study during the middle month of each quarter, and the hours included on CS 356.3.  
Performance review staff may time study during the middle month of each quarter and the hours reported on CS 357.

EMPLOYEE

I hereby certify that this is a true and accurate report of my time, and the function performed as shown above.

SUPERVISOR

I hereby certify the employee's daily time records have been examined and that, to the best of my knowledge and belief, this time record is true and correct, and the functions were performed as shown above.

**PART II INSTRUCTIONS**

**A. PERSONNEL REQUIRED TO TIME STUDY**

1. All district Attorney staff engaged in AFDC and non-AFDC related IV-D casework. This would include District Attorney employees outside of the Family Support Division who bill the Family Support division for time spent in IV-D related activities.
2. Employees of other County agencies who bill the Family Support Division for IV-D related activities.
3. Personnel normally required to time study include:
  - a. District Attorneys and Deputy District Attorneys (when actually engaged in casework).
  - b. Investigators
  - c. Interviewers
  - d. First Line Supervisors
  - e. Collection Processing staff
  - f. Performance Review staff
4. Authorized participants of SACSS PMWG, and SACSS conversion staff must time study each month.
5. Time studies are optional for certain clerical personnel and for supervisors above the first line of supervision. (See MPP Div. 25-960).

**B. SPECIAL INSTRUCTIONS FOR COMPLETING A TIME STUDY**

1. Record time in 15 minute increments (e.g., 3.25, 3.50, 3.75 hours).
2. Time spent on breaks is to be charged as nonallocable along with vacation, and sick leave.
3. Holiday time should be treated as weekends and is not part of the daily hours worked.
4. Only authorized SACSS PMAC/PMWG participants are allowed to include overtime hours.
5. Charge travel time to the activity with which it is associated.
6. Percentage of time spent should be based on applying Total Hours Worked, Line J, against each Item A through I, 1 and 2, not against the daily Grand Total Hours.

**PART III ACTIVITY DEFINITIONS**

**A. ADMINISTRATION**

**1. GENERAL ADMINISTRATION**

Activities of personnel engaged in the administration of the Child Support Enforcement Program. These activities include workload planning, program review, budget preparation, Family Support Council Meetings, execution of agreements with public and private vendors, etc.

**2 and 3 SPECIAL PROJECT**

These lines are reserved for activities of personnel engaged in the demonstration/pilot/special projects and other project related activities approved by CDSS.

**4. NCP DEMO PROJECT**

Activities of personnel engaged in Non-Custodial Parent (NCP) Employment and Training Demonstration Project. These activities may include IV-D enforcement of support establishment modification as defined by the project requirements collection and distribution or other approved activities by CDSS.

**5. PERFORMANCE REVIEW**

Activities of performance review staff in self-review Counties engaged in preparing and conducting performance reviews, preparing performance review reports, corrective action, updating review guidelines and review processes, attending and conducting training on new procedures and regulations, and attending State training also may include other activities specified as appropriate under state allocation of performance review funds.

**B. COLLECTION AND DISTRIBUTION** - Activities of staff members engaged in the processing of child/spousal and medical support payments collected. These activities include receipt and posting of child support payments, computation of pass-on, excess and disregard payments, and preparation of CS 800 and CS 820 reports, including recoupment. FSD Collection and Distribution unit staff and Welfare staff processing the IV-D payments typically record time in this activity.

**C. ESTABLISHMENT OF PATERNITY** - Activities of staff members engaged in the determination of paternity in IV-D cases. Typical activities include investigation, administration of polygraph and blood tests, making referrals to other states and counties, time in court, and cooperating with other states and counties to establish paternity in IV-D cases.

**D. LOCATION OF NON-CUSTODIAL PARENTS** - Activities undertaken by staff members to locate parents who have deserted their families and locating non-custodial parents' assets. Activities include investigation leading to location, utilization of the California Parent Locator Service, making referrals to other states and local agencies, and investigation for location of non-custodial parent assets.

**E. ESTABLISHMENT OF SUPPORT** - Activities of staff members related to determining the ability of an non-custodial parent to support his dependents bringing court actions to secure orders for child support and medical insurance coverage.

**F. ENFORCEMENT OF SUPPORT** - Activities of staff members enforcing support obligations through appropriate enforcement methods including IRS, FTB, and UIB intercept systems, etc. This activity also includes investigations and prosecution of fraud related to child support, and enforcing medical support obligations and modifications of support orders.

**G. SUBTOTAL:** These are the hours from Lines C, D, E and F.

**ASSISTANCE** - IV-D activities related to cases currently receiving cash aid (current Assistance, Foster Care and CalWORK cases).

**NON-ASSISTANCE** - IV-D activities related to cases which are not linked to a cash aid program, and includes medically needy only (former Assistance, Never Assistance Nonmedically Needy Only Cases).

**H. TOTAL CHILD SUPPORT HOURS:** This is the sum of Line A1 through Line F.

**I. NON-CHILD SUPPORT**

1. **DISREGARD** - Activities related to issuing disregard payments, notices and disregard inquiries.
2. **CSA** - Activities related to the Child Support Assurance (CSA) demonstration projects approved under Assembly Bill 1542.
3. **OTHER** - Any other non-IV-D related activity, such as child-kidnapping, custody and/or visitation, prosecution of welfare fraud and working spousal support-only cases.

**J. TOTAL HOURS WORKED:** These are the hours from Lines H, I1 and I2.

**K. NONALLOCABLE:** These are the total hours spent on coffee breaks, vacation, sick leave, etc.

**L. DAILY GRAND TOTAL HOURS:** These are the total hours (the sum of Line J and K).